

Virginia High School Safety Study Checklist for Principals

1. ☐ Read the instructional materials and watch the instructional video for principals contained on the DVD sent to you in February.
2. ☐ Use the student random number list to pick 25 survey participants and 25 alternates.
3. ☐ Mail notification letters to parents of the 50 student participants/alternates.
4. ☐ Use the teacher random number list to pick 10 survey participants and 10 alternates.
5. ☐ Mail notification letters to 20 teachers selected as participants/alternates.
6. ☐ Schedule times and place for 25 students to complete the online survey.
7. ☐ Schedule times and place for 10 teachers to complete the online survey.
8. ☐ Copy videos from DVD to all computers used to complete the survey.
9. ☐ Have 25 students view the video and complete the survey.
10. ☐ Record number of students who declined or were unable to complete the survey on the student report form.
11. ☐ Have 10 teachers view the video and complete the survey.
12. ☐ Record number of teachers who declined or were unable to complete the survey on the teacher report form.
13. ☐ Complete the online principal report using information from the student and teacher report forms.